



South Carolina Commission on Higher Education

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Mr. Gary S. Glenn
Interim Executive Director

CHE
3/3/2016
Agenda Item 9.04B

MEMORANDUM

TO: Chairman Tim Hofferth and Members, Commission on Higher Education

FROM: Chair Dianne Kuhl and Members, Committee on Governmental and Administrative Affairs

DATE: February 26, 2016

For Information: Commission Pre-Orientation Process

The Committee on Governmental & Administrative Affairs met on February 22, 2016, and is pleased to advance to the Commission for its information the enclosed process regarding pre-orientation for new Commission members.

The Committee is continuing its work to review our orientation process and training, and anticipates bringing additional recommendations in the near future. We welcome your input as we work to strengthen and improve this important process.

Enclosure

NEW COMMISSIONER PRE-ORIENTATION

Immediately upon receipt of confirmation of a New Member or as appropriate with notification of a New Member appointment:

CHE Chair

- Sends letter of welcome to new Commission member
- Shares with all Commission members the new member bio
- Assigns a Commission member as mentor to new Commissioner
- Meets individually with new Commissioner to determine interest in committees

Current Commissioners

- Extend our welcome to new Commission member via letter, email or phone call
- If designated as a mentor for a new Commissioner, schedule a meeting or phone call as soon as possible

Executive Director

- Makes phone call welcome

Executive Assistant to the Executive Director

- Coordinates collection of new member information to include biographical information, all contact information, photo, and other information as may be needed for a news release to be written by CHE Communication staff to go out as soon as possible and to be posted on website
- Orders business cards, nameplate, and nametag (after confirming preferred name and contact information)
- Updates member information (contact lists, bios, etc.) as posted on the website or included in orientation or other Commission materials
- Provides new member with a copy of the Master Calendar
- Provides parking and reimbursement instructions
- Sends orientation materials immediately via email and also has hard copies prepared for the orientation
- Schedules orientation (coordinating with all staff/Commission members) conveniently around another meeting, such as the Executive Committee meeting so all Committee Chairs can participate in the orientation (Scheduling of orientation sessions will depend on when the new Commissioner is screened and confirmed by the Senate or in the case of Congressional Delegation representatives is appointed and confirmed by the Governor)